

STATE OF ALABAMA

Information Technology Policy

Policy 630-06: Software Licensing and Use

OBJECTIVE:

Ensure the effective management of and compliance with software licensing agreements, and establish guidelines for software approval, installation, and use.

SCOPE:

This policy applies to all users (State of Alabama employees, contractors, vendors, and business partners) of any State-managed information system resources. Software, as used in this policy, includes the program, media, and licenses for all operating systems, utilities, services, and productivity tools whether freeware, shareware, open source, off-the-shelf, or custom-developed without regard to the system(s) on which it is installed (workstation, server, etc.).

RESPONSIBILITIES:

State guidelines shall identify software that is pre-approved for use on State systems.

Software that is not pre-approved requires completion of a risk assessment, virus scanning, and integration testing prior to installation on State systems. Procedures shall further define these requirements.

Users shall NOT:

- Copy, download, nor install unlicensed software
- Install personally-owned software onto State-managed computer systems
- Install State-owned software on any non-State-owned computer systems, including home computers, unless specifically authorized in the software license agreement

Agency IT Managers shall:

- Install and use only software that is approved and licensed to the organization
- Ensure software is installed and used in compliance with the license agreements
- Routinely perform software audits to ensure policy compliance

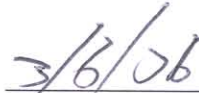
ENFORCEMENT:

Refer to Information Technology Policy 600-00: Information Security.

By Authority of:



Chief Information Officer



Date

Policy History

Version	Release Date	Comments
Original		